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**Instructions:** Use this form as a cover sheet for any paperwork you may need to submit to the Office of Public Records in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.

**SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING**

**Name of Traveler:** Courtney Flathers

Employing Office/Committee: **Senator Jeff Merkley**

Travel Expenses Paid by (List all sources): Farm Foundation

Travel Date(s): **Feb. 20-21, 2019**

**Description/Title of Attached Forms:** Form HE-1

Purpose of Amendment (describe the reason for amending original submission): Final copy of HE-1 form was not submitted with post-travel documentation.

**March 25, 2019**

(Date)

*Cornelius F. Hather*  
(Signature of Traveler)

(Signature of Traveler)

Originally Submitted JAN 22 '19  
Date/Time Stamp:

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

ETHIC FEB12'19AM10:03

Name of Traveler: Courtney Flathers

Employing Office/Committee: Senator Jeff Merkley

Private Sponsor(s) (list all): Farm Foundation

Travel date(s): February 20-21, 2019

*Note: If you plan to extend the trip for any reason you must notify the Committee.*

Destination(s): Tigard, Oregon

Explain how this trip is specifically connected to the traveler's official or representational duties:

The purpose of this trip is to educate Senate staff about agriculture in Oregon's Willamette Valley. The traveler is a Field Representative based in Eugene, Oregon, with responsibilities including understanding agricultural issues and building and maintaining relationships with agricultural stakeholders in this region.

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

2/11/19  
(Date)

Courtney Flathers  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Jeff Merkley hereby authorize Courtney Flathers  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

2-12-2019  
(Date)

Jeffrey A. Merkley  
(Signature of Supervising Senator/Officer)